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**From:** Dutton, Steven [Dutton.Steven@epa.gov]  
**Sent:** 3/24/2021 2:06:48 AM  
**To:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Rodan, Bruce [rodan.bruce@epa.gov]; Cascio, Wayne [Cascio.Wayne@epa.gov]; Holt, Kay [Holt.Kay@epa.gov]  
**CC:** Zartarian, Valerie [Zartarian.Valerie@epa.gov]; Jarabek, Annie [Jarabek.Annie@epa.gov]; Boyd, Marieka [Boyd.Marieka@epa.gov]; Lassiter, Linda [Lassiter.Linda@epa.gov]; Bartolotti, Andrea [bartolotti.andrea@epa.gov]; Trentacoste, Emily [trentacoste.emily@epa.gov]; Bhandari, Pradnya [Bhandari.Pradnya@epa.gov]; Boone, Jamie [Boone.Jamie@epa.gov]; Gentry, Nathan [Gentry.Nathan@epa.gov]; Snyder, Emily [Snyder.Emily@epa.gov]  
**Subject:** RE: Planned Remarks - John Vandenberg's Retirement Party  
**Attachments:** RetirementCelebration\_JohnV\_Final Agenda.docx; retirement certificate.jpg; Career Timeline and Accomplishments\_Vandenberg.pptx

Hello all,

As promised, a quick update on John's retirement celebration Wednesday (tomorrow) afternoon starting at 2:00 pm. Attached is a final agenda. The only major change since yesterday is a substitute award for Jennifer to present during her remarks. We were unable to confirm receipt of John's Distinguished Career Service Award in time for the celebration and will present his Certificate of Retirement in its place. Special thanks to Amy Fox and Kathy Moore for their extra effort to get this certificate signed by Jennifer and safely in our hands. It will be delivered to John's house by Annie Jarabek tomorrow morning and will be in John's hands for the celebration. I've attached a picture of this framed certificate for reference. I'll leave it up to Jennifer or others if you want to allude to "other recognition in the works" but we do hope to recognize John's career accomplishments with a Distinguished Career Service Award soon if awarded. We also nominated him for a 2020 Agency Managerial Leadership Award which we expect he will be a frontrunner for.

During the Overview of John's Career segment of the agenda (2:10-2:30), we will have a single PowerPoint slide up on the screen with John's numerous EPA positions and major accomplishments. I've attached that slide and welcome you to use it as a guide for your remarks as you see fit. If any of you have visuals you'd like to display, please feel free to request control of the screen in Teams. We will close out this segment with Erika's remarks and Top Ten list.

If you can stick around, we have a good number of additional invited tributes, a musical tribute, additional remarks, gifts, cake, and a virtual toast.

We look forward to celebrating John's career with you tomorrow and please reach out if you have any questions before the event.

Regards,  
Steve

**Steven Dutton**  
Associate Division Director  
HEEAD/CPHEA/ORD/U.S. EPA  
dutton.steven@epa.gov  
919-541-5035 office

Ex. 6 Personal Privacy (PP) 

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**From:** Dutton, Steven  
**Sent:** Monday, March 22, 2021 3:59 PM  
**To:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Rodan, Bruce <rodan.bruce@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Holt, Kay <Holt.Kay@epa.gov>

**Cc:** Zartarian, Valerie <Zartarian.Valerie@epa.gov>; Jarabek, Annie <Jarabek.Annie@epa.gov>; Boyd, Marieka <Boyd.Marieka@epa.gov>; Lassiter, Linda <Lassiter.Linda@epa.gov>; Bartolotti, Andrea <bartolotti.andrea@epa.gov>; Trentacoste, Emily <trentacoste.emily@epa.gov>; Bhandari, Pradnya <Bhandari.Pradnya@epa.gov>; Boone, Jamie <Boone.Jamie@epa.gov>; Gentry, Nathan <Gentry.Nathan@epa.gov>; Snyder, Emily <Snyder.Emily@epa.gov>  
**Subject:** RE: Planned Remarks - John Vandenberg's Retirement Party

Hello everyone,

Following up on Emily's email from last week, attached you will find a more detailed agenda of activities for John's retirement celebration Wednesday afternoon. I will help MC/coordinate the event with help from others cc'd here and we will have AV support to run the Teams meeting. This detailed agenda is being provided to everyone on this email; a less detailed agenda has been attached to the calendar invitation for general use.

We are waiting to hear back on the status of his Distinguished Career Service Award. If confirmed prior to the celebration, we'd love to have Jennifer announce the award. If not, we may need to skip that line in the agenda. I will keep you posted (especially Jennifer and Pradnya). I will also circulate a 1-pager on John's career shortly for all to use as background for their comments/remarks. We plan to have it up in the background during your remarks for everyone to see.

Looking forward to joining you all in recognizing all the contributions John has made to this Agency and beyond.

Regards,  
Steve

**Steven Dutton**

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Ex. 6 Personal Privacy (PP) 1/

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**From:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Sent:** Tuesday, March 16, 2021 4:26 PM  
**To:** Snyder, Emily <Snyder.Emily@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Rodan, Bruce <rodan.bruce@epa.gov>  
**Cc:** Dutton, Steven <Dutton.Steven@epa.gov>; Zartarian, Valerie <Zartarian.Valerie@epa.gov>; Jarabek, Annie <Jarabek.Annie@epa.gov>; Boyd, Marieka <Boyd.Marieka@epa.gov>; Lassiter, Linda <Lassiter.Linda@epa.gov>; Bartolotti, Andrea <bartolotti.andrea@epa.gov>; Trentacoste, Emily <trentacoste.emily@epa.gov>; Bhandari, Pradnya <Bhandari.Pradnya@epa.gov>; Boone, Jamie <Boone.Jamie@epa.gov>; Gentry, Nathan <Gentry.Nathan@epa.gov>  
**Subject:** RE: Planned Remarks - John Vandenberg's Retirement Party

Looks good Emily, thanks!

Jennifer Orme-Zavaleta, PhD  
Acting Assistant Administrator, and  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US Environmental Protection Agency

**From:** Snyder, Emily <[Snyder.Emily@epa.gov](mailto:Snyder.Emily@epa.gov)>  
**Sent:** Tuesday, March 16, 2021 4:17 PM  
**To:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>; Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>; Rodan, Bruce <[rodan.bruce@epa.gov](mailto:rodan.bruce@epa.gov)>  
**Cc:** Dutton, Steven <[Dutton.Steven@epa.gov](mailto:Dutton.Steven@epa.gov)>; Zartarian, Valerie <[Zartarian.Valerie@epa.gov](mailto:Zartarian.Valerie@epa.gov)>; Jarabek, Annie <[Jarabek.Annie@epa.gov](mailto:Jarabek.Annie@epa.gov)>; Boyd, Marieka <[Boyd.Marieka@epa.gov](mailto:Boyd.Marieka@epa.gov)>; Lassiter, Linda <[Lassiter.Linda@epa.gov](mailto:Lassiter.Linda@epa.gov)>; Bartolotti, Andrea <[bartolotti.andrea@epa.gov](mailto:bartolotti.andrea@epa.gov)>; Trentacoste, Emily <[trentacoste.emily@epa.gov](mailto:trentacoste.emily@epa.gov)>; Bhandari, Pradnya <[Bhandari.Pradnya@epa.gov](mailto:Bhandari.Pradnya@epa.gov)>; Boone, Jamie <[Boone.Jamie@epa.gov](mailto:Boone.Jamie@epa.gov)>; Gentry, Nathan <[Gentry.Nathan@epa.gov](mailto:Gentry.Nathan@epa.gov)>  
**Subject:** Planned Remarks - John Vandenberg's Retirement Party

Hello,

Thank you for offering to share words about John Vandenberg at his 3/24 retirement celebration! Please let me know by noon Friday 3/19 if you have any requested changes to the agenda below. Thanks, Emily and the Planning Team

# Ex. 5 Deliberative Process (DP)

Emily Snyder, Ph.D.  
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Office of Research and Development  
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Phone: 919-541-1006 (forwards to AWL)